











Code of Conduct

1. Group Members

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2. Work norms

2.1. Meetings

The group will be working on campus and in groups. The plan is to meet on Tuesdays and Wednesdays from 9.00 - 17.00. All group members have agreed to respect each other's time by coming to the meetings on time. If a group member is running late, it is that member's responsibility to let the rest of the group know by writing it in messenger. It is acceptable to meet early and leave early. In the beginning the group will meet physically as much as possible and if possible later on will be more open to working from home.

At every physical meeting we will do a check-in where each member has the opportunity to share some personal matter. Check-in is followed by daily standup, with focus on the project, max duration 15 minutes.

Meetings are led by the daily agenda. Meetings with the TA will be at the same time every time (Tuesday afternoon). Furthermore we will have a lunch break from 12.00-12.30. For the sake of flexibility meetings on Mondays or Fridays can be arranged. If necessary some tasks will be done individually at home.

2.2. Work process

To keep things running smoothly, the group we write a log book. We will use the service 'Monday' to keep track of who is working on what. Files will be shared on discord in the "file" channel so they are easy to find. Questions about the project will be discussed on discord as well. Day-to-day chat messages should be sent from messenger. Tests should be written by the people who wrote the implementation and should be thorough. We will write the final report in overleaf. Throughout the project github will be used for version control.

2.4 Expectations

The goal is to understand the learning outcomes of the course and to fulfill as many of the requirements as possible. It is also a goal to have all members understand all of the code. The code will therefore have to be simple, clean and commented.

3. Rules of collaboration

3.1. Communication

It is good practice to respond as quickly as possible to messages directed to a specific team member and open questions in the messenger chat. We try to be as updated as possible on delays, sickness and other things that may occur.

3.2. Decision Making

Big decisions will be discussed in the plenum.

However when a person is in charge of a task, they are allowed to try different methods and do some decision making to complete the task, as a part of the project process.

3.3. Conflict Handling

In case of a conflict, each part will present their point of view and the subject may be discussed based on facts. If no decision can be made, the daily leader will have the final call.

3.4. Monday

We will use the platform *Monday* to manage tasks, set internal deadlines.

For each task we will have fields i.e. deadline, status, person in charge etc.

Monday also creates a timeline for the project.

Tasks will be updated as the project proceeds.

4. Roles

Hanna - Daily Leader

Allan - Tasks Manager

Rasmus - idea person

Markus - Specialist

Lukas - Specialist